

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 2527
	Page 1 of 3

Agency MD DEPARTMENT OF THE ENVIRONMENT	Division/Unit WMA COMPLIANCE PROGRAM
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Item No.	Description	Retention
	Supersedes 1888 and 1888A1	
1.	NPDES Facility Permits These files contain permits, various inspection report forms, discharge monitoring and operations reports, pollution and spill prevention plans, various sampling report forms, lab analysis forms, photos, citizen complaints, SSO and CSO documents, and correspondence including letters, memos, phone messages, administrative and civil complaints, orders, and penalties.	Retain the current 5-year records in the office files; annually review files; remove all documents older than the current 5 years, then destroy.
2.	NON-TIDAL/WATERWAY These files contain permits, letters of authorization, water quality certifications, modifications, field investigation reports, photos, citizen complaints, federal permits and modifications, certifications of notification, applications, and correspondence including letters, memos, phone messages, notices of violations, orders, and penalties.	Retain for life of permit, and return file to the permit issuing office.

Scheduled Approved by Department, Agency, Or Division Representative. Date <u>6/10/09</u> Signature <u>[Signature]</u> Typed Name <u>David Lyons</u> Title <u>Deputy Director, Compliance Program</u>	Schedule Authorized by State Archivist Date <u>15 Sep 09</u> Signature <u>[Signature]</u>
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. 2527

Page 2 of 3

Agency
MD DEPARTMENT OF ENVIRONMENT

Division/Unit
WMA/COMPLIANCE

Item No.	Description	Retention
3.	<p>TIDAL WETLANDS</p> <p>These files contain licenses, letters of authorization, modifications, filed investigation reports, citizen complaints, photos, federal permits and modifications, water quality certifications, certifications of notification, applications, and correspondence including letters, memos, phone messages, notices of violation, orders and penalties.</p>	Retain for life of the license and return file to the permit issuing office.
4.	<p>SURFACE MINING</p> <p>These files contain permits, modifications, and field investigation reports, certifications of notification, applications, citizen complaints, photos, and correspondence including letters, memos, phone messages, and notices of violation, orders, and penalties.</p>	Retain files until permit expires or is declared null and void; if mining has been completed, retain up to completion of reclamation. File is then sent to permit issuing division for release of bond.
5.	<p>PROBLEM ACTIVITY FILES</p> <p>These files contain Problem Activity Report Forms, Field Investigation Reports, Clear Sheets, and Memos Notes, phone Messages, and other documentation including maps, photos sketches and correspondence.</p>	Retain current FY files in office file cabinets: annually review files; remove records 1 year past current fiscal year, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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(CONTINUATION SHEET)**

Schedule No. 2527

Page 3 of 3

**Agency
MD DEPARTMENT OF THE ENVIRONMENT**

**Division/Unit
WMA/ COMPLIANCE**

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6.	ADMINISTRATIVE FILES These files contain State Vehicle mileage sheets, invoices, purchase orders, accident investigation reports, photos, maintenance and safety reports; materials and service purchase orders, invoices, and printouts; inventory records, lists, printouts, and reports; reader files; Program personnel records that include time sheets and leave request forms; budget requests, reports printouts, and summaries: note and message pads.	Retain current records and files in office file cabinets; annually review files; remove records 2 years past current calendar year, then destroy.
7.	PROGRAM OPERATIONAL FILES These files contain lists, forms, policies, procedures, manuals, and correspondence including letter, memos, field inspection reports, photos, citizen complaints, phone messages, and other documentation of general program operations activities for Freedom of Information Act (FOIA) and Public Information Act (PIA) requests; Agricultural Pollution investigations, ; Emergency Response program; and Operations and Training Manuals.	Retain current records and files in office file cabinets; annually review files; remove records 2 years past current calendar year, then destroy.
8.	STAND ALONE VIOLATION FILES (w or w/o penalties) These files contain Field Inspection Reports, meeting summaries, notification letters, Notice of Intent application and approval receipt, Industrial Discharge Inspection Report, photographs, site complaint, maps laboratory samples, Citizen Referral/Complaint, litigation packages, incident reports, invoices, and general correspondence.	Retain files in Division office file cabinets for 1 year after closing out the violation, satisfying the penalty obligation, and completing all corrective actions or remedial work. Review annually, remove files more than 1 year after close out date for 3 items above, then destroy.

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